

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible secretarial, clerical, and limited administrative assistance work as secretary to the Office of the Chief of Police. Work involves frequent contacts with the public in receiving, responding to, routing, or making appointments for callers by phone and in person, as well as wide and responsible departmental and interdepartmental contacts in securing information or relaying information or instructions. Work extends to taking and transcribing shorthand and machine dictation, and to the composition of letters, reports, and other materials.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as office assistant to the Chief of Police; composes correspondence and other materials; relieves superiors of clerical and administrative details, and relays orders and instructions to other personnel.

Takes and transcribes dictation, and types or composes letters, memoranda, and other materials.

Answers telephone in departmental executive office; provides information to callers in accordance with policy, and, as appropriate, refers callers to superiors or to other personnel of the department.

Acts as office receptionist, determines occasion for visits, refers visitors to appropriate office or division, and makes appointments for superiors.

Reads reports and summarizes information for review, prepares reports, and assembles and arranges information for review by the Chief.

Takes and prepares minutes of staff and other meetings and prepares and routes communications based upon decisions taken at such meetings.

Performs any related duties as assigned.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of business English, spelling, arithmetic, and correct grammatical usage.

Thorough knowledge of secretarial practices and procedures.

Considerable knowledge of modern office practices, procedures, systems, and equipment.

Considerable knowledge of departmental organization and operating procedures and of the general organization and administrative procedures of the municipal government.

Skill in the operation of a typewriter and other common office machines.

Skill in taking and transcribing oral dictation.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain administrative, fiscal, and operating records and to prepare reports therefrom.

Ability to compose correspondence and routine reports and to carry out office management details without supervision.

Ability to maintain effective work relationships with other employees and with the public, and to deal with public relations problems courteously and tactfully.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have had at least three (3) years of experience in responsible secretarial work, preferably in a situation affording familiarity with law enforcement and/or legal proceedings.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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